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## **ATTORNEY SUPERVISORS' SEMINAR**

**May 30 - June 1, 2001  
Columbia, South Carolina**

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### **AGENDA**

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#### **WEDNESDAY, MAY 30, 2001**

8:15 - 8:30 a.m. <b>3rd Floor Meeting Room</b>	<b>REGISTRATION</b>
8:30 - 8:45 a.m.	<b>ADMINISTRATIVE ANNOUNCEMENTS AND OPENING REMARKS</b>
8:45 - 9:15 a.m.	<b>INTRODUCTION TO THE SEMINAR AND SEMINAR PARTICIPANTS</b>
9:15 - 9:45 a.m.	<b>THE JOB OF ATTORNEY SUPERVISORS</b>
9:45 - 10:00 a.m.	<b>BREAK</b>
10:00 - 11:00 a.m.	<b>THE JOB OF ATTORNEY SUPERVISORS (continued)</b>
11:00 - 11:45 a.m.	<b>FROM ATTORNEY TO ATTORNEY SUPERVISOR: PROBLEMS IN TRANSITION</b>
11:45 - 12:45 p.m.	<b>LUNCH</b>
12:45 - 1:15 p.m.	<b>ASSESSING THE EFFECTIVENESS OF ATTORNEY SUPERVISORS</b>
1:15 - 2:45 p.m.	<b>MOTIVATIONS TO PRACTICE LAW AND TO SUPERVISE</b>
2:45 - 3:00 p.m.	<b>BREAK</b>
3:00 - 4:30 p.m.	<b>CHOOSING A LEADERSHIP PATTERN</b>
4:30 p.m.	<b>RECESS</b>

**THURSDAY, MAY 31, 2001**

8:30 - 9:30 a.m.	<b>CONTROLLING THE WORK OF THE OFFICE</b>
9:30 - 10:00 a.m.	<b>MOTIVATION: WHAT IT IS AND HOW TO GET IT</b>
10:00 - 10:15 a.m.	<b>BREAK</b>
10:15 - 11:15 a.m.	<b>MOTIVATION: WHAT IT IS AND HOW TO GET IT (continued)</b>
11:15 - 12:00 p.m.	<b>CASE STUDIES IN MOTIVATION</b>
12:00 - 1:30 p.m.	<b>LUNCH</b>
1:30 - 2:30 p.m.	<b>CASE STUDIES IN MOTIVATION (continued)</b>
2:30 - 3:15 p.m.	<b>THE X-Y MANAGEMENT SIMULATION</b>
3:15 - 3:30 p.m.	<b>BREAK</b>
3:30 - 4:30 p.m.	<b>GIVING ASSIGNMENTS AND CONSTRUCTIVE CRITICISM</b>
4:30 - 4:40 p.m.	<b>BREAK</b>
4:40 - 5:00 p.m.	<b>GIVING ASSIGNMENTS AND CONSTRUCTIVE CRITICISM (continued)</b>
5:00 p.m.	<b>RECESS</b>

**FRIDAY, JUNE 1, 2001**

8:30 - 10:00 a.m.	<b>PERSONALITY, DECISION MAKING AND LEADERSHIP</b>
10:00 - 10:15 a.m.	<b>BREAK</b>
10:15 - 11:15 a.m.	<b>PROBLEMS IN PERFORMANCE APPRAISAL AND CASE/WORK PLANNING AND PROGRESS REVIEWS</b>

11:15 - 11:50 a.m.	<b>PUTTING MANAGEMENT PRACTICES TO WORK BACK HOME</b>
11:50 - 12:00 p.m.	<b>CONCLUDING COMMENTS AND COURSE EVALUATION</b>
12:00 p.m.	<b>CLE/EVALUATIONS AND ADJOURNMENT</b>